

State of Connecticut
JOB POSTING

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
ASSOCIATE ACCOUNTANT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: **Lateral transfers and candidates on a current examination list**

Location: Fiscal Services, Middletown

Job Posting No: 88986

Salary: \$74,148 - \$95,363 (AR26) (New hires to state employment start at the minimum salary range)

Closing Date: **Monday, August 25, 2014**
(Incomplete or late application packages will not be considered)

Eligibility Requirement: **Candidates must have applied for and passed the ASSOCIATE ACCOUNTANT exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the ASSOCIATE ACCOUNTANT or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties: Supervise and review requests for goods, services and travel authorization for all special funding accounts to ensure allowable costs in accordance with applicable CGS, Agency, State and or Federal Guidelines, policies and procedures; review and process payments related to State Asset Forfeiture funds in accordance with applicable CGS and State policies and procedures; prepare purchase order change orders; prepare budget journals as required; prepare adjusting Journal Entries as required and quarterly to reclassify all overtime costs from general funds to special funds; prepare monthly non appropriated funds cash status report; prepare monthly BCI case preparation account bank reconciliations (12 accounts) to include accounts reconciled on Quicken; prepare quarterly SNTF Policy Board Meeting expenditure report; process quarterly payroll reports for OSET, Fire Prevention and Control (FPC) and CSP funds; prepare transfers from BCI/SNTF Case Preparation accounts to subaccounts monthly or as required; prepare quarterly special fund reconciliations for all special funding accounts; preparation of annual Cert-123 related to the Weapons Unit; prepare chartfield maintenance request forms as needed, and related duties.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, [CT-HR/12](#) (State Application) & [CT-HR/13](#) (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by **Monday, August 25, 2014, close of business** to:

**The Department of Emergency Services and Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, Human Resources Associate
Fax: (860) 685 – 8356**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer